

## **New Processing Procedures for Loudon County Notary Applications**

In an effort to provide greater scrutiny of applications for Notary Commissions in Loudon County, the County Commission has voted to publish the applicant's names as part of the Commission Meeting Packet which is posted on the Loudon County Government Website prior to the meetings. **In accordance, beginning on July 1, 2011 the County Clerk's Office will require Notary applications to be submitted by the 20<sup>th</sup> of each month to allow presentation to the Commission for approval at the next month's meeting.** All applications received after the 20<sup>th</sup> of the month will be held for the succeeding month's meeting. The governing regulations for Notaries come from the State of Tennessee. All applicants should make themselves aware of the requirements, rules, restrictions, obligations, and laws associated with becoming a Notary prior to applying. This information is available on the Tennessee State Government Website. If you do not have computer access to this information, it can be made available to you by the Clerk's Office. A copy of the Tennessee Notary Handbook and application forms and information are available at the Loudon County Clerk's Office in the Courthouse Annex Building – 865-458-2726 or 865-458-3314.